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MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Report of Audit of Supply Division
1 June 1962 - 30 June 1963

REFERENCE : DDS Memo #63-4378, dated 21 October 1963

1. This memorandum is for information only.

2. Subject report and referenced memorandum are quite specific in the action necessary to correct the situation. Accordingly, as of 28 October 1963 this office has established a Supply Division Systems Analysis Group to perform a systems analysis review of all Supply Division functions with the primary objective to correct all weaknesses and deficiencies and to effect greater utilization of automatic data processing facilities as they pertain to Supply Division functions. The members of this group have been divorced from their day-to-day responsibilities and will operate on a full-time basis until the project is completed. Supply Division has designated six employees; and in addition, it is proposed to utilize, on an on-call basis, the services of a representative from the Comptroller's Office (Technical Accounting Staff) and a representative from the Office of Computer Services/DDS&T. It is estimated that this review will require approximately six months, but every effort will be made to complete it sooner.

3. The following is not offered as an excuse but to correct a possible misconception that has been created relative to our use of automatic data processing equipment. While we were unable to make a complete systems review prior to the implementation of automatic data processing activities, we did make a rather extensive systems analysis during which exercise we did accomplish the following:

a. We consolidated status files maintained on IBM punch cards into one-third as many magnetic tape files.

b. We completely modified the format of all reports utilized by Supply Division and other components which were by-products of our property accounting system.

c. We completely realigned the entire coding structure to obtain greater flexibility of the by-product data available from automatic data processing equipment.

DOC	5	REV DATE	8 1961	DATE	000720
ORIG COMP	5	ORIG	01	TYPE	01
ORIG ALIAS	5	PAGES	25	REV CLASS	C
JUST	22	NEXT REV	2011	AUTH:	HR 10-2

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d. We discontinued the practice of transmitting documents from Supply Division to the Machine Records Division (now identified as Automatic Data Processing Division); in lieu thereof, we converted to a paper tape punching system to simplify handling, transmission, and filing problems.

e. We reduced by approximately 25% the number of reports distributed by Supply Division elements and to other elements involved in supply activities.

4. You may be assured that the group assigned to this task, together with the representatives from the Office of the Comptroller and from the Office of Computer Services, will complete its tasks in a successful manner. I will follow activities of this group closely and will advise you from time to time as to the progress being made.


JAMES A. GARRISON
Director of Logistics

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Approved For Release 2002/01/31 : CIA-RDP78-04608A000100010013-9

Approved For Release 2002/01/31 : CIA-RDP78-04608A000100010013-9